

Project Charter

1. Project Title: TTU-K12 Math 4 and Math 5 Quality Review

2. Project Manager: Matt Yubas

3. Executive Sponsor/Supervisor: Chyrel Mayfield

4. Project Justification

TTU-K12 is converting print-based courses to online courses. Online courses cannot be directly translated from print-based courses. As a result, certain technical and user interface issues must be resolved before delivery of courses. In 2016, TTU-K12 was ranked as one of the best online high school programs in the nation by Best College Review. TTU-K12 desires to maintain a high level of quality for its new Middle School online courses to maintain customer satisfaction and marketability. If quality is not attained, TTU-K12 could receive poor reviews and as a result lose revenue and market share.

5. Project Purpose

The purpose of this project is to review the quality of four new online mathematics courses and report the findings. The four mathematics courses are for fourth and fifth graders. The method to review online course quality is based on the Open SUNY Course Quality Review Rubric 3rd Edition (OSCQR). OSCQR helps online course developers ensure courses are learner-centered and well-designed.

The courses to review for this project are Math 4A, Math 4B, Math 5A, and Math 5B. Each course will be examined online using Blackboard. Course review will use the sequence of OSCQR through six sections of 50 instructional design and accessibility standards. The OSCQR six sections are: Course Overview and Information, Course Technology and Tools, Design and Layout, Content and Activities, Interaction, and Assessment and Feedback.

Courses will be checked for compliance against OSCQR's 50 standards and scored as either: Sufficiently Present, Minor Revision, Moderate Revision, Major Revision, or Not Applicable.

6. Objectives and Deliverables

The following are project objectives.

- Determine the quality of course Math 4A using OSCQR and write a report outlining the findings.
- Determine the quality of course Math 4B using OSCQR and write a report outlining the findings.
- Determine the quality of course Math 5A using OSCQR and write a report outlining the findings.
- Determine the quality of course Math 5B using OSCQR and write a report outlining the findings.

There are four deliverables for this project.

- OSCQR of Math 4A delivered by email as an Adobe PDF file and notes in a Word document.
- OSCQR of Math 4B delivered by email as an Adobe PDF file and notes in a Word document.
- OSCQR of Math 5A delivered by email as an Adobe PDF file and notes in a Word document.
- OSCQR of Math 5B delivered by email as an Adobe PDF file and notes in a Word document.

Each deliverable covers a course evaluation against OSCQR which has six sections of 50 instructional design and accessibility standards plus a section to write a summary.

Each deliverable will be sent via email to the Executive Sponsor/Supervisor upon completion according to the Timeline below.

7. Resources

The following technical resources will be used for this project. Blackboard hosts the online courses in development. A Microsoft Windows computer with a broadband internet connection will access Blackboard. The Open SUNY Course Quality Review Rubric 3rd Edition (OSCQR) will be used to evaluate courses. The OSCQR standard is supplied as an Adobe PDF file. Adobe Acrobat will be used to open and edit the OSCQR file. Microsoft Outlook application will be used to communicate via email with project stakeholders and to email the deliverables.

Link to OSCQR:

<https://bbsupport.sln.suny.edu/bbcswebdav/institution/OSCQR/OSCQR%20Assets/OSCQR%203rd%20Edition.pdf>

8. Risks and Constraints

On a weekly basis, risks will be monitored and reported. Any unplanned events will be discussed between the Project Manager and Sponsor.

The major risk of the project is an unforeseen circumstance that prevents the Project Manager from completing the tasks. Additional risks include:

- The four courses are not delivered to Blackboard for review by the week of Feb 26, 2018.
- Blackboard has technical issues that prevent viewing courses.

One constraint is the Project Manager's time studying for the EDIT Comprehensive Exam held on March 9, 2018. Project slippage could occur up to March 9. If slippage occurs, additional work time after March 9 will ensue to return the project on track.

The ultimate risk to TTU-K12 is if all courses require major revisions based on OSCQR's 50 instructional design and accessibility standards.

9. Project Milestones and Timeline

A most likely scenario of completion is **eight to ten weeks** to review and report the findings of

compliance of four courses against OSCQR standards. The following is a project schedule with each week beginning on a Monday. The review of each course is dependent on the courses being available on Blackboard. The review of each course is independent of reviews of other courses.

A final due date for the project is **May 6, 2018 (5-6-2018)**.

Week	Week Beginning	Tasks
1	2-19-2018	Understand project, courses, and OSCQR.
2	2-26-2018	Review Course Math 4A to OSCQR standard.
3	3-5-2018	Write a report of Course Math 4A to OSCQR standard.
4	3-12-2018	Review Course Math 4B to OSCQR standard.
5	3-19-2018	Write a report of Course Math 4B to OSCQR standard.
6	3-26-2018	Review Course Math 5A to OSCQR standard.
7	4-2-2018	Write a report of Course Math 5A to OSCQR standard.
8	4-9-2018	Review Course Math 5B to OSCQR standard.
9	4-16-2018	Write a report of Course Math 5B to OSCQR standard.
10	4-23-2018	Write a Final Report, Close the Project.

10. Communication Strategies

The preferred method of communication has been identified as email. The Project Manager will email Status Reports on a weekly basis to the Executive Sponsor/Supervisor and Practicum Course Instructor. The Project Manager will email project stakeholders as needed to clarify issues, ask questions, request changes, and evaluate project risks. Telephone calls and or Skype will be used as needed.

Sign-off

Project manager (Practicum student)

<u>Matt Yubas</u>	<u><i>Matt Yubas</i></u>	<u>2/22/2018</u>
Name	Signature	Date

Executive Sponsor/Supervisor

<u>Chyrel Mayfield</u>	_____	_____
Name	Signature	Date

Practicum Course Instructor

Dr. Justin Louder

Name